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## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

### ***“Honoring California’s Veterans”***

The benefits of working for Veterans Affairs includes easy light rail access, an on-site exercise facility and knowing that you support the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

### **SECURITY GUARD (Three Positions) Permanent, Full –Time \$2173 - \$2639 Monthly**

**Location: Department of Veterans Affairs  
Office of Procurement and Contracts, Headquarters  
1227 O Street Sacramento, CA 95814**

**Final File Date: December 12, 2012**

The salary listed for this classification will be adjusted to comply with the provisions of the 2012 Personal Leave Program.

#### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.calvet.ca.gov](http://www.calvet.ca.gov), or to view examinations offered by all State departments, please visit the CalHR website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

#### **Duties and Responsibilities:**

Under direction of the Staff Services Manager II, Procurement and Contract Unit, during an assigned shift, guards and protects the buildings, grounds, and parking lots of the Agency’s headquarters location.

- Visually verify/check California Department of Veterans Affairs (CalVet) and Department of Transportation (Cal-Trans) identification access badges. Require all visitors (other State employees and non-State visitors) sign in on the Visitor log sheet and issue Visitor badge. Require all employees of CalVet without identification access badges to acquire a Temporary Employee badge to enter the building. Call contact person to escort visitors to locations. Review identification of all visitors and issue visitor badges. Enforce various regulations. Write up incident reports.

- Make rounds of inspection at fixed intervals of grounds, buildings, perimeter and parking lot. Conduct a walk through inspection of the building at the beginning of the morning shift and at the end of the afternoon shift, or as requested by Manager or CalVet Administration. Report any problems by means of radio or other devices. Provide security surveillance to ensure safety to the public and security to the staff at the Headquarters location. Monitor all persons entering and exiting the building. Report to Manager/designee all suspicious persons or activity, security problems, and hazardous emergency issues, and protect State property from theft.
- Maintain a Security Officer daily activity report log on all activity and occurrences that take place during the security guard's assigned work schedule. If requested, monitor all vehicles parked in Lot 4 and Lot 67 in accordance with the CalVet Policies and Procedures, which will be provided. May provide directions to persons/visitors verbally, but shall not leave their post.
- Verify that all doors and windows are properly shut and locked. Investigate unusual conditions. Observe all activities in and around the lobby area. Check all equipment leaving the building, by listing the items on a material check list and the person's name.

### **How To Apply:**

Visit the CalHR website at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 1227 "O" Street, Room 404, Sacramento, CA 95814, Attn: Rashida Parker – M80 #057/058/059 12/13.** All State applications must be postmarked no later than the final filing date.

**Note:** In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #831-471-1985-001/002/003.

### **Questions:**

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Rashida Parker, Human Resources Office, at (916) 653-2209. TDD: (916) 653-1966.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. 831-471-1985-001/002/003 RELEASED: 11.28.12